

TAB

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ADMINISTRATIVE COURSE

1. Designed to train clerical personnel, staff officers, and administrative personnel in administrative policies and procedures in headquarters and overseas.
2. The course covers headquarters administrative procedures, including personnel; supply; overseas administrative procedures and preparation. Security is emphasized throughout the course.
3. Candidates should be personnel who may handle administrative matters in headquarters or overseas, in either clerical or supervisory capacities.
4. The duration of the course is two weeks and the OPC quota is from 12 to 13 students per course.

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First Week

Monday, 6 November 1950

8:30 - 9:20 Registration and Introduction
9:30 - 10:00 Student - Instructor Conference
10:00 - 10:10 Welcome by Chief, TRD
10:15 - 11:30 Background of American Clandestine Intelligence
12:30 - 2:00 Mission and Organization of CIA
2:10 - 2:45 Film - "Communism"
2:50 - 4:10 Personal Security - Headquarters and Field -
4:20 - 5:00 Preparation of Recruitment Request and Reproduction
Request Forms

Tuesday, 7 November 1950

8:30 - 9:00 Study of Preparation of Form 1130 - Time and Attendance
Report
9:00 - 10:00 Eliciting of Information
10:15 - 12:15 Maintenance of Time and Attendance Records
1:15 - 2:45 Cable Procedures
3:00 - 3:30 Study of AI 30-5
3:30 - 5:00 Time and Leave Regulations

Wednesday, 8 November 1950

8:30 - 9:00 Study of AI 20 - Personnel Procedures
9:00 - 9:50 Elements of Clandestine Operations
10:00 - 11:00 Organization and Functions of Overseas Establishments
1:15 - 12:15 Cover
1:15 - 2:50 Domestic Travel
3:00 - 5:00 Personnel Procedures

Thursday, 9 November 1950

8:30 - 9:00 Study of Item "H" - Discussion of Contracts
9:00 - 10:00 Legal Problems in the Field
10:10 - 12:00 Film - "Next of Kin" and Discussion
1:00 - 2:10 Civil Service Regulations
2:20 - 3:00 Practical Work on Travel Forms
3:10 - 4:00 Surveillance
4:10 - 5:00 Review for Headquarters Problem

Friday, 10 November 1950

8:30 - 9:00 Study for Headquarters Problem
9:00 - 11:15 Headquarters Administration Problem
12:45 - 1:50 Transportation of Personnel & Personal Effects
2:00 - 4:00 OPC Group - Physical Security
OSO Group - Dispatch and Pouch Procedures
4:10 - 5:00 Functions and Organization of OSO

CONFIDENTIAL

Second Week

Monday, 13 November 1950

- 8:30 - 9:00 Reading Assignment - "Formalities of Official Life Abroad"
- 9:00 - 9:30 Use of OPC and OSO Manual
- 9:30 - 11:00 Functions & Organization of OPC
- 11:10 - 11:40 Film - "Operation of a Mission"
- 11:40 - 12:30 Personnel in a State Installation
- 1:30 - 3:30 OSO Group - Physical Security
OPC Group - Dispatch and Pouch Procedures
- 3:40 - 5:00 Basic Plan and Project Outline

Tuesday, 14 November 1950

- 8:30 - 9:00 Study of GAI#8 - Procurement and Supply
- 9:00 - 9:50 Subversion and Coercion
- 10:00 - 11:00 Functions of an Area Desk
- 11:10 - 11:30 Glossary of Terms
- 12:30 - 1:30 Principles in Field Supply
- 1:40 - 4:00 Practical Problem in Field Supply
- 4:10 - 5:00 Study of GAI #11 - Confidential Funds

Wednesday, 15 November 1950

- 8:30 - 1:00 Confidential Funds
- 2:00 - 3:45 Critique of Headquarters Problem
- 3:45 - 5:00 Clandestine Communications

Thursday, 16 November 1950

- 8:30 - 9:00 Students Written Critique of Headquarters Problem
- 9:00 - 10:00 Agent Records
- 10:15 - 11:45 First Aid
- 12:45 - 2:45 Discussion of an Operation
- 3:00 - 5:00 Personnel Procedures and Regulations in Overseas Establishments

Friday, 17 November 1950

- 8:30 - 9:30 Review and Discussion for General Examination
- 9:40 - 11:00 General Examination
- 11:10 - 12:15 OSO Group: Tour of IID
OPC Group: Tour of OPC Registry
- 1:00 - 1:30 Students Written Critique of Course
- 1:30 - 3:30 Film - "Meeting on the Elbe"
- 3:40 - 5:00 Critique of General Exam

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